

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Direct Support Professional Supervisor I**

**Class Code: 70347**

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### **A. Purpose:**

Selects, schedules, trains, and supervises new and current employees according to specified guidelines to develop competent employees who enhance the growth, health, comfort, and safety of developmentally disabled individuals.

### **B. Distinguishing Feature:**

The Direct Support Professional Supervisor I supervises Direct Support Professional I's after they successfully complete their probationary period and trains Direct Support Professional I's and other staff on module procedures, behavior intervention/response training, behavior programs, institutional policies and procedures, and initiates and schedules Direct Support Professional I and II for required in-service training.

The Direct Support Professional II serves as a lead worker for the module and has the authority to reschedule times and programs for themselves and Direct Support Professional I's to ensure individual training is completed or serves as an instructor to adolescents in the Turtle Creek Program located at the South Dakota Developmental Center.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Conducts in-service and ward training to instruct and direct staff in the application of facility procedures for direct care.
  - a. Schedules employees for training.
  - b. Maintains employees' training records.
  - c. Supervises and monitors work during training period.
  - d. Develops in-service training.
  - e. Schedules and conducts fire drills and evacuations.
2. Provides direct health care for individuals and implements Activities of Daily Living (ADL) programs to ensure good health and hygiene.
  - a. Assists with personal care such as shaving, bathing, dressing, and toileting.
  - b. Escorts individuals to meals, recreational activities, and scheduled appointments.
  - c. Assists individuals to clean their rooms and do their laundry.
3. Observes, records, and reports behavior and intervenes with behavior modification techniques as needed to ensure safety of individuals and staff and provides supporting documentation for treatment plans and programs.
  - a. Provides support and motivation by talking with individuals.
  - b. Participates in close observation of individuals.
  - c. Redirects unacceptable behavior if possible and applies physical restraint if necessary.
  - d. Searches for missing individuals.
4. Supervises subordinate staff in training to ensure that the objectives of the work unit are met.
  - a. Interviews and selects staff.
  - b. Provides training and work direction.
  - c. Approves leave requests.

- d. Addresses staff problems and recommends disciplinary actions.
- e. Conducts performance appraisals and completes performance documents during probationary period.

8. Performs other work as assigned.

#### **D. Reporting Relationships:**

This position may supervise Direct Support Professionals I and II.

#### **E. Challenges and Problems:**

Challenged to coordinate and present effective training and therapy sessions. This is difficult because employees typically have limited experience working with individuals with developmental disabilities and the training must be thorough, extensive, and accomplished quickly. Further challenged to develop first draft of treatment plans. This is challenging because it requires that the incumbent accurately observe and assess each individual's behavior and needs.

Problems include generating motivation in individuals, maintaining a positive and objective attitude, and controlling aggressive behavior.

#### **F. Decision-making Authority:**

Decisions include scheduling probationary employees and other unit staff for in-service training, assisting in the selection of entry-level staff and justifying selections to the immediate supervisor, evaluating the work performance of probationary employees, deciding module assignments, and when to conduct in-service training.

Decisions referred include counseling sessions and disciplinary actions as well as interpretations of policies and procedures, scheduling problems regarding in-service training, and module coverage and overtime issues.

#### **G. Contact with Others:**

Daily contact with individuals in the assigned area to assist with individual's needs, security personnel concerning unusual activity or people in the area, medical staff regarding medical concerns with individuals. Weekly contact with staff development regarding scheduling on in-service training and the Bureau of Personnel regarding personnel problems.

#### **H. Working Conditions:**

Works with individuals who are unpredictable, combative, and abusive and exposed to physical and mental demands including back and muscle strain; required to lift at least 75 pounds and reposition individuals who are unable to help themselves; performs personal care and hygiene chores; and works a variety of shifts.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- basic health care;
- behavior modification, including measures for individual protection;

- the methods and techniques used in the training of developmentally disabled population;
- typical behavior at various levels of developmentally disabled individuals;
- capabilities and limitations of each functioning level of developmentally disabled;
- techniques used in conducting training programs for developmentally disabled individuals;
- institutional routine;
- physical and emotional needs of institutionalized individuals.

Ability to:

- supervise and provide work direction to staff in carrying out unit activities with an individual;
- recognize and properly react to atypical behavior;
- help developmentally disabled individuals achieve self-help skills, behaviors, and manners commensurate with their capabilities;
- follow established policies and procedures;
- relate well to developmentally disabled individuals and serve as a role model in demonstrating appropriate behaviors;
- follow instructions, keep records, and prepare narrative and numerical reports;
- instruct staff in the theory, practices, and procedures of treatment of developmentally disabled individuals, and to orient new staff to the units;
- establish and maintain good working relationships with staff;
- lift at least 75 pounds.